



# Team Activity

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## Series 5 Personal Growth and Practice Development

### Session 4 Maximizing Your Time With Each Other, Structuring Communication for Maximum Effectiveness and Taking Your Teamwork to the Next Level

**Listen Online**  
[dst.media/focus52](http://dst.media/focus52)

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1. Make a copy of this worksheet for each team member to use.
  2. Complete the Team Activity.
  3. Fax or email one “Master Worksheet” containing your team’s collective efforts.
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## Send Us Your Master Worksheet

**Fax**  
**615-807-3301**

**Email**  
**[Champions@DentalSuccessToday.net](mailto:Champions@DentalSuccessToday.net)**

# Team Activity

## Step 1 Review and Reprioritize

As a team, begin by reviewing and reprioritizing your existing projects and goals.

Place each initiative into one of three categories of progress and delegate those categorized initiatives to departments and individuals to create your practice-wide action plan.

The 3 Categories of Progress are:

### 1. On Deck

These are initiatives that are on your future to-do list, but do not currently have an implementation plan or a timeline.

#### Tip

A great way to use the “On Deck” category of progress is to define what action triggers an initiative’s movement into the “In Development” category.

#### Example

“Once our revised script for new patient calls is moved into operations (Category 3), then our updated hygiene protocol will move into development (Category 2).”

### 2. In Development

These are initiatives that have an implementation plan and a timeline in which they’re going to begin, be practiced, and become fully integrated into your practice.

#### Tip

Further leverage the “In Development” category of progress by making a Development Schedule you can reference during team huddles, check-ins and meetings to keep your creative process on track, meet your timelines, and implement initiatives sequentially.

### 3. Moving Into Operations

These are initiatives that have begun their implementation plan, are currently being practiced, and are becoming fully integrated into your team’s daily operations.

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Now, it's time to reprioritize and delegate by listing all your existing initiatives.

For reference, here are your Categories of Progress for the initiatives you list:

**1. On Deck**

On your future to-do list, but do not currently have an implementation plan or a timeline.

**2. In Development**

Created an implementation plan and a timeline in which to be integrated.

**3. Moving Into Operations**

Have begun implementation and is currently being integrated into your daily operations.

List your current initiatives.

Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

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Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

Initiative \_\_\_\_\_

Category \_\_\_\_\_ Department \_\_\_\_\_

Individuals Responsible \_\_\_\_\_

# Team Activity

## Step 2 Increase the Value of Your Time Together

It's time to fully reassess your Morning Huddles, End-of-Day Debriefs, Weekly Check-Ins, Monthly Meetings and Quarterly Resets.

**The philosophy behind this reassessment is simple:**

If you increase the value of your meetings, you'll increase the value of your outcomes.

**Review the purpose of each team gathering.**

### **Morning Huddle**

Create opportunity and visualize success for the day.

### **End-of-Day Debrief**

Look back on the day, review what objectives you hit from your Morning Huddle, hold yourselves accountable in realtime, and prepare for tomorrow.

### **Weekly Check-In**

Review your numbers and progress for the week / month, and forward-focus on the next couple of weeks. Ensure you don't reach the end of the month wondering why your numbers are down or why something didn't get done. The ratio of where to direct your attention during your Weekly Check-Ins should be: a little past, a little present, and a lot of future.

### **Monthly Meeting**

Drive implementation, priority-creation, training and changes.

Review the big picture by asking the Four Magic Questions:

- What went well?
- What needs to be improved?
- What questions do we have for each other?
- What decisions do we need to make?

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## Quarterly Reset

Reflect on the lessons learned and trajectory of the last 90 days.

Some helpful guiding questions are:

- What did we learn from this last quarter?
- Where are our results compared to where we wanted them to be?
- Where do we want to level-up next quarter?
- What are our priorities for this next quarter?
- What are we going to do to course-correct going forward into next quarter?

**Now, it's time to create structure for your meetings by scripting and time-mapping each one.**

**Break each meeting down into five, ten, or fifteen minute increments and detail what you'll be covering during them.**

### Tip

Be creative and make it personal: these outlines can include anything that helps you achieve your goals and continually become your best.

**This is the outline for our ideal Morning Huddle:**

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# Team Activity

## Step 3 Improve Your Communication

As a team, take a moment to review the quality of your communication currently.

Hold an open forum and discuss how you can collectively refine your team's communication.

Use these questions as conversation-starters:

- Are there any ways that our team's communication can improve?
- Are there any ways that we can be more open-minded?
- Are there any ways that we can delegate smarter?
- Are there any ways that we can increase accountability?
- Are there any ways that we can decrease distraction, confusion and miscommunication?
- Are there any ways that we can ask for help or offer help to others?

Write any thoughts or commitments that arise during your discussion.

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